

# REQUEST FOR INFORMATION

Public Facing Website

**RFI# JIDRFI #002**



## SUPREME COURT OF NEW MEXICO

Administrative Office of the Courts

Judicial Information Division

2905 Rodeo Park Dr. East, Bldg. #5  
Santa Fe, NM 87505

January 13, 2015

## **I. INTRODUCTION**

### **A. Purpose of this Request for Information (RFI)**

The purpose of this RFI is to gather ideas and potential approaches for recreating the public facing presence of the State of New Mexico's Judiciary. The Administrative Office of the Courts (AOC)/ Judicial Information Division (JID) is soliciting design and workflow process concepts with the intent of replacing its current web presence. This presence includes the website <http://www.nmcourts.gov> and each of the distinct websites for court programs and individual courts controlled by JID.

### **B. General Background**

#### **1. AOC's Mission**

The mission of the AOC is to support the work of magistrate, metropolitan, district and appellate courts. Through statewide programs, technical assistance, legislative efforts, and the coordination of activities, the AOC exists to ensure the courts have the resources needed to deliver the highest quality of court services to everyone who interacts with the judicial system.

### **C. Current Web Presence Status**

The current websites are written in html/css/php by JID's internal development team and are hosted on local Linux apache servers. Mariadb provides the database backend.

We currently run some 35 court websites in this environment.

### **D. RFI Manager**

AOC/JID has designated the following person responsible for the conduct of this RFI:

Chris Preston

RFI Manager

Administrative Office of the Courts/Judicial Information Division

2905 Rodeo Park Dr. East, Bld. #5

Santa Fe, NM 87505

Phone: (505) 476-6900

E-Mail: [portalrfi@nmcourts.gov](mailto:portalrfi@nmcourts.gov)

### **E. Definitions**

For purposes of this RFI, the following definitions apply:

**“Request for Information” (RFI)** means all documents, including those attached or incorporated by reference, used for requesting information or recommendations through a structured, non-binding process from a specific target audience or the general public.

“**AOC**” means the New Mexico Administrative Office of the Courts.

“**JID**” means the Judicial Information Division of AOC.

## **II. CONDITIONS GOVERNING THE RFI**

### **A. Sequence of Events**

#### **Action Responsible Party Due Dates\***

1. Issue RFI by JID  
January 13, 2015
2. Acknowledgement of Receipt - Potential Respondents  
January 30, 2015
3. Deadline for Questions - Potential Respondents  
February 6, 2015
4. Response to Questions - RFI Manager  
February 13, 2015
5. Submission of RFI Responses  
February 20, 2015
6. Oral Presentations (if requested)  
March 3, 2015 through March 6, 2015
7. Close of the RFI  
RFI Manager/JID  
March 9, 2014

*\* Dates subject to change at the discretion of the Department*

### **B. Explanation of Events**

#### **1. Release of RFI**

This RFI is being issued on the date indicated in the Sequence of Events, above, by the New Mexico Administrative Office of the Courts, Judicial Information Division.

#### **2. Acknowledgement of Receipt**

The Acknowledgement of Receipt form in Appendix A will be used to indicate the respondent's intent to respond to this RFI. The Acknowledgement of Receipt form should be received by 4:30 p.m. Mountain Time as indicated in Section II, Sequence of Events, above.

#### **3. Deadline for Questions**

Questions regarding this RFI must be submitted in writing, by e-mail, to the RFI Manager and must be received by 4:30 p.m. Mountain Time as indicated in Section II, Sequence of Events, above.

#### **4. Response to Questions**

Written responses to questions shall be provided to those companies that have returned the Acknowledgement of Receipt form by the date as indicated in Section II, Sequence of Events, above.

## **5. Submission of RFI**

All responses must be received for review and evaluation by the RFI Manager or Designee **NO LATER THAN 2:00 MOUNTAIN TIME AS INDICATED IN SECTION II, SEQUENCE OF EVENTS**. Responses received after this deadline will not be accepted. The date and time of receipt will be recorded on each response and must be addressed and delivered to the RFI Manager at the following address:

Chris Preston

RFI Manager

Judicial Information Division

2905 Rodeo Park Dr. East, Bldg. #5

Santa Fe, New Mexico 87505

Phone: 505-476-6900

E-mail: [portalrfi@nmcourts.gov](mailto:portalrfi@nmcourts.gov)

Responses must be labeled on the outside of the package to clearly indicate that they are in response to the **RFI# JIDRFI #002**.

## **6. Oral Presentations**

Oral presentations are not required; however respondents may be requested to present their responses to an Evaluation Committee. The RFI Manager may schedule the time for each respondent. All presentations will be held in Santa Fe, New Mexico, at a location to be determined. Each presentation will be limited to two (2) hours in duration. Online and telephonic presentations will be allowed.

## **7. Finalization of RFI**

The RFI will be finalized by the date as indicated in Section II, Sequence of Events.

### **C. General Requirements**

Submission of a response constitutes and acceptance of, and consent to, the following General Requirements:

#### **1. No Obligation**

This RFI in no manner obligates AOC and JID, the State of New Mexico, or any of its agencies to the issuance of an RFP or the eventual retention of professional services and, if applicable, the rental, lease or purchase of any real and/or personal property that may be implied or proposed. Nor does this RFI terminate, either directly or indirectly, any AOC or JID current contractual obligation identified herein.

#### **2. Governing Law**

This RFI and any subsequent RFP that may be issued by AOC, or any other agency of the State of New Mexico, shall be governed by the laws of the State of New Mexico.

#### **3. Clarifications**

All requests for clarification should be directed to the RFI Manager in email form.

#### **4. Basis for Response**

Only information supplied by the RFI Manager in writing, whether on paper or electronically, or in this RFI should be used in preparation of responses.

#### **5. Response Preparation Cost**

Any cost incurred by the respondent in the preparation, transmittal or presentation of any response or material submitted in the response to this RFI will be borne solely by the respondent.

#### **6. Use of Information**

The State of New Mexico reserves all rights available to it by law. Respondents to this RFI are hereby notified that all information, documentation, and any specific content or approaches included in this RFI will be analyzed, may appear in various reports and may be used in the resulting solicitation. Therefore, do not submit any copyrighted, proprietary or confidential information. The State of New Mexico cannot guarantee the confidentiality of the information submitted.

#### **7. Eligibility to Participate in Subsequent Procurement**

If the State of New Mexico decides to issue an RFP, or other form of solicitation, those parties who choose to respond to this RFI, as well as those parties who choose not to respond to this RFI, will be eligible to participate in that procurement.

#### **8. Ownership of Materials**

Ownership of all data, material and documentation originated and submitted to the State of New Mexico, pursuant to the RFI, shall belong exclusively to the State of New Mexico and shall be subject to public inspection in accordance with the New Mexico Open Records Act.

#### **9. Acceptance**

The State of New Mexico reserves the right to reject responses that arrive late or do not meet all of the specified requirements.

### **III. RESPONSE FORMAT AND ORGANIZATION**

#### **A. Number of Responses**

Respondents shall submit one (1) response to the RFI.

#### **B. Number of Copies**

Respondents shall provide four (4) copies of their response.

#### **C. Page Limit**

There is no page limit to this response.

#### **D. Electronic Copy of Response**

Respondents should include an electronic version of their narrative response. This should be provided on CD-ROM (not flash drive).

#### **IV. REQUEST FOR INFORMATION**

##### **A. General Information**

It is **STRONGLY** recommended that anyone considering responding to this RFI complete and return the Acknowledgement of Receipt Form, Appendix A, in order to receive any updates, as they may arise. However, return of the Acknowledgement of Receipt Form is **NOT** required for submitting a response to this RFI.

##### **B. General Responses Requested**

Respondents are requested to respond to the following questions in narrative form. Additional supporting information may be provided as attachments and may be referenced from the narrative response, as appropriate. Respondents are invited to provide additional information as they deem appropriate.

1. Describe how you calculate adequate staffing requirements and your recommendations for adequate website support.
2. Describe in detail the system architecture that you would propose to use or have used for similar projects.
3. Describe in detail the equipment needs that are required.
4. Describe in detail the anticipated level of design support and business process expertise needed from AOC/JID

##### **C. Desired Architecture**

The following is desired, but not required.

In order to easily integrate into the current environment, the desired state is that the new site be built using Joomla served by Apache, backed by MariaDB and running on Linux servers without any added dependencies.

REQUEST FOR INFORMATION

Public Facing Website

RFI#: JIDRFI #002

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Information, the undersigned agrees that he/she has received a complete copy.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than the close of business on the date referenced as stated in Section II, A. SEQUENCE OF EVENTS.

Only potential Offerors who elect to return this form completed with the indicated intention of submitting a response will receive copies of all Offeror's written questions and the Agency's written responses to those questions, as well as RFI amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Information.

Firm does/does not (circle one) intend to respond to this Request for Information.